

AWARD FEE DETERMINATION PLAN
For
Joint Improvised Explosive Device Defeat Organization (JIEDDO)
Irregular Warfare Analysis Support
GST0012AJ0179

This AFDP is applicable to Period (*September 28, 2015 – March 27, 2016*)

SECTION 1: INTRODUCTION

This Award Fee Determination Plan (AFDP) provides procedures for evaluating the Contractor's performance on the *Joint Improvised-Threat Defeat Agency (JIDA)* Task Order on a Cost-Plus-Award-Fee (CPAF) basis for Task Order *GST0012AJ0179*. A Quality Assurance Surveillance Plan (QASP) is a FAR 46.401 requirement; this AFDP replaces the QASP for the work performed on a CPAF basis. The AFDP may be revised unilaterally by the Government at any time during the period of performance. The Government will make every attempt to provide changes to the contractor 15 workdays prior to the start of the evaluation period to which the change will apply. The AFDP may be re-evaluated each evaluation period with input from the contractor. The award fee objective for this Task Order is to afford the Contractor the opportunity to earn award fee commensurate with optimum performance:

- By providing a workable AFDP with a high probability of successful implementation.
- By clearly communicating evaluation procedures that provide effective two-way communication between the Contractor and the Government.
- By focusing the Contractor on areas of greatest importance in order to motivate outstanding performance.

The amount of the Award Fee earned and payable to the Contractor for achieving specified levels of performance will be determined by the Award Fee Determination Official (AFDO), with the assistance of the Award Fee Evaluation Board (AFEB), per this Plan. The maximum fee payable for any period is 100% of the Award Fee Pool Allocation. The Contractor may earn all, part, or none of the Award Fee allocated to an evaluation period.

Standard terms used in the AFDP are:

Award Fee Pool: The maximum award fee pool established at award.

Award Fee Pool Allocation: The amount of the award fee pool that is allocated and potentially earned from the Award Fee Pool for the specific award fee period subject to the AFDP.

SECTION 2: EVALUATION PERIODS

The Government will evaluate Contractor performance every six months to determine award fee payment. Each Cost-Plus-Award-Fee labor Contract Line Item Number (CLIN) will contain two distinct Award Fee Evaluation Periods for a twelve-month period. Mid-Period reviews will be scheduled concurrent with in-process reviews as practicable.

Award Fee Evaluation Periods

CLIN(s)	PERIOD	Award Fee Evaluation Period Dates (Month, Day, Year)
0001	1	September 28, 2012 – December 27, 2012
0001	2	December 28, 2012 – March 27, 2013
0001	3	March 28, 2013 – September 27, 2013
1001	4	September 28, 2013 – March 27, 2014
1001	5	March 28, 2014 – September 27, 2014
2001	6	September 28, 2014 – March 27, 2015
2001/ 2002	7	March 27, 2015 – September 27, 2015
3001/3002	8	September 28, 2015 – March 27, 2016
3001/3002	9	March 28, 2016 – September 27, 2016
4001/4002	10	September 28, 2016 – March 27, 2017
4001/4002	11	March 28, 2017 – September 27, 2017

The Award Fee periods may be changed at the unilateral discretion of the Government.

SECTION 3: AWARD FEE POOL ALLOCATION FORMULA

3.1 Maximum Award Fee

The maximum Award Fee Pool for Task Order *GST0012AJ0179* over the life of the Task Order/Contract) is (b) (4)

The maximum Award Fee Pool Allocation determined for each period shall never exceed the matching proportional amount of Award Fee listed in Task Order Section B CLIN for the applicable period of performance.

3.2 Allowable Award Fee Pool Allocation Methods

There are two methods to determine the maximum Award Fee Pool Allocation for each period.

3.2.1 Planned Value

Prior to the start of an award fee evaluation period, the AFDP is incorporated into the Task Order by modification, identifying in Section 4 and Section 8:

- Planned Cost for the Award Fee Evaluation Period (SECTION 4).
- Cost Control Criteria (SECTION 8).
- Service Level Agreements on Cost Control encouraging reductions in cost to achieve higher award fee and/or higher return on sale (SECTION 8).

3.2.2 Incurred Cost

In the absence of a documented Planned Value, the Award Fee Pool Allocation shall be based on the incurred cost for the period. Incurred cost data shall be provided by the Contractor after the end of the Award Fee Evaluation Period, as calculated and reported by the Contractor's approved Cost Accounting System. Invoiced cost shall not be used unless incurred cost is not available.

3.3 Prohibited Award Fee Pool Allocation Methods

3.3.1 Funded Cost

Funded cost will inherently exceed incurred cost. Award Fee Pool Allocations based on the funded cost would artificially increase the total effective award fee percentage higher than the negotiated amount at award. Funded cost shall never be utilized.

3.3.2 Estimated Cost

Estimated costs at award will inherently exceed incurred cost. Award Fee Pool Allocations based on the estimated cost would artificially increase the total award fee percentage higher than the negotiated amount at award. Estimated cost shall never be utilized.

3.3.3 Equal Distribution

Equal distribution of the maximum Award Fee Pool inherently deviates from the award fee percentage negotiated at award. Planned value and incurred cost are superior methodologies to provide a consistent and fair Award Fee Pool Allocation pool. Equal distribution shall never be utilized.

3.3.4 Weighted Distribution

Weighted distribution of the maximum Award Fee Pool inherently deviates from the award fee percentage negotiated at award. Planned Value and Incurred Cost are superior methodologies to provide a consistent and fair Award Fee Pool Allocation that correspond inherently to high levels of effort. Weighted distribution shall never be utilized.

3.4 First Award Fee Evaluation Period

The first Award Fee Evaluation Period for all CPAF awards will default to utilizing incurred cost to determine the Award Fee Pool Allocation. Transition activities inherently introduce level of effort variation. A Planned Value cannot be determined prior to award. Subsequent award fee evaluation periods should progress towards Planned Value.

SECTION 4: AWARD FEE PLANNED VALUE / RESULTS REPORTING

4.1 Initial Award Fee Evaluation Period

The Award Fee Planned Value/Results Reporting Table is completed after the end of the first Award Fee Evaluation Period. The fields to be completed are Cost Incurred Amount (\$), Award Fee Pool Allocation Amount (\$), Earned Award Fee (%), Earned Award Fee Amount (\$), and Unearned Fee Amount (\$).

4.2 Second and Subsequent Award Fee Evaluation Period

If the Award Fee Pool Allocation methodology is progressing from Incurred Cost to Planned Value, the Planned Value Amount and the Anticipated Funded Cost shall be recorded in the table below prior to the start of the section evaluation period.

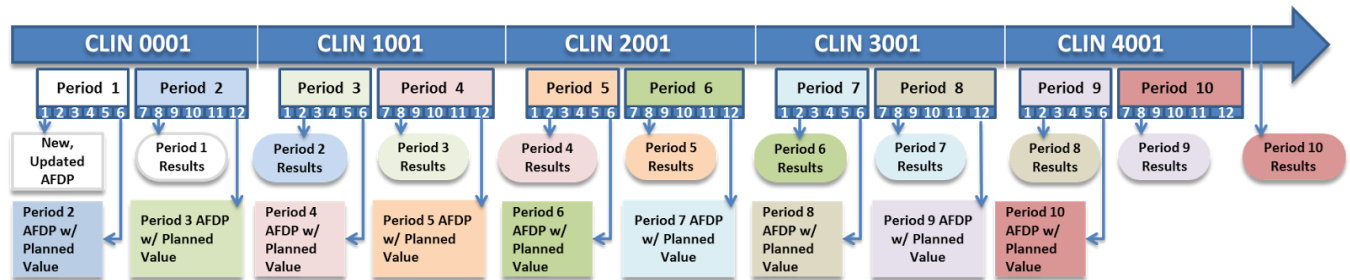
The Available Award Fee Pool Allocation Amount, Earned Fee Percent and Amount, and Unearned Fee Amount are completed after each award fee period to record results. If Planned Value allocation was not used, the default Cost Incurred will be reported at the end of the award fee period.

Award Fee Planned Value Results Reporting Table

Year	Period	Planned Value Amount (\$)	Anticipated Funded Cost (Planned Value minus Award Fee Pool Allocation)	Cost Incurred Amount (\$)	Award Fee Pool Allocation Amount (\$)	Earned Award Fee Percent (%)	Earned Award Fee Amount (\$)	Unearned Fee Amount (\$) (Lost Award Fee)
Base Year	1	N/A	N/A	(b) (4)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Base Year	2	N/A	N/A	(b) (4)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Base Year	3	N/A	N/A	(b) (4)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Option Year 1	4	N/A	N/A	(b) (4)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Option Year 1	5	N/A	N/A	(b) (4)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Option Year 2	6	N/A	N/A	(b) (4)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Option Year 2	7	N/A	N/A					
Option Year 3	8	N/A	N/A					
Option Year 3	9	N/A	N/A					

Option Year 4	10	N/A	N/A					
Option Year 4	11	N/A	N/A					

Timeline for Planned Value



SECTION 5 - AWARD FEE EVALUATION RATINGS

The following table shows the Award Fee Pool Allocation percentage by scores. The definition for each rating adjective is shown in Section 3.3.

Rating	Percentage of Fee
Excellent	91%-100%
Very Good	76%-90%
Good	51%-75%
Satisfactory	No Greater than 50%
Unsatisfactory	0%

The performance categories, once graded, describe the overall customer satisfaction with the tasks' key indicators. Contained in the ratings is a word picture of standards that allows each monitor to work from a common grading scale.

EXCELLENT

Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

VERY GOOD

Contractor has exceeded many of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

GOOD

Contractor has exceeded some of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

SATISFACTORY

Contractor has met overall, cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award fee evaluation period.

UNSATISFACTORY

Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

SECTION 6: ORGANIZATIONAL STRUCTURE OF AWARD FEE DETERMINATION

6.1 Award Fee Determination Official (AFDO)

The AFDO is the FEDSIM Group Manager. The Contracting Officer (CO) will appoint the AFDO in writing.

The AFDO's responsibilities are:

- Approve the AFDP and authorize any changes to the AFDP throughout the life of the Task Order.
- Approve the members of the AFEB and appoint the AFEB Chairperson.
- Review assessments of Contractor performance. Feedback coordinated with the AFEB will be provided to the Contractor as appropriate during the evaluation period to enhance overall performance and minimize problems.
- Determine the amount of award fee the Contractor has earned based on its performance during each evaluation period.

6.2 Award Fee Evaluation Board (AFEB)

The AFEB has a Chairperson, Client Representatives and/or Technical Point of Contact(s) (TPOCs). Other voting members of the board are the FEDSIM Contracting Officer's Representative (COR) and representatives from the Client Organization. The FEDSIM CO is a non-voting advisory member of the AFEB. Additional non-voting board members may be Performance Monitors as deemed appropriate by the AFEB Chairperson. The following table provides the title or role of the individuals that are members of the AFEB. Substitutions are permitted in the event of a schedule conflict, subject to approval by the AFEB Chairperson. Attendance of the non-voting members is not required to convene a board.

Board Position	Title/Role
Chairperson	Mark Libby / TPOC- Bus Ops, JIDA
AFEB Voting Member	Mark Libby / TPOC- Bus Ops, JIDA
AFEB Voting Member	Clint Munding, JIDA
AFEB Voting Member **	<i>Title/Role, Client Organization</i>
AFEB Voting Member **	<i>Title/Role, Client Organization</i>
AFEB Voting Member	Carrissa L. Comfort / COR, GSA/FEDSIM
AFEB Non-Voting Member	Brenda Cockrell, GSA/FEDSIM
AFEB Non-Voting Member(s)	Steve Hoogland, , Special Operations Branch, JIEDDO
AFEB Non-Voting Member(s)	Dana Ahrens, Chief Global Branch, JIEDDO
AFEB Non-Voting Member(s)	Andrew Coffey, Deputy Chief/Afghanistan/Pakistan Task Force (AF/PK TF), JIEDDO

** Optional seats. The AFEB Chairperson may appoint as many AFEB Voting members as desired but must have three voting members in addition to the Chairperson.

Non-voting members will participate in AFEB assessments of Performance Monitor evaluations and discussions of award fee recommendations. Additionally, non-voting members are allowed to submit written reports on Contractor performance to the AFEB for its consideration.

The responsibilities of the AFEB are:

- a. Recommend to the AFDO the specific elements upon which the Contractor will be evaluated for each evaluation period.
- b. Request and obtain performance information from Performance Monitors involved in observing Contractor performance.
- c. Evaluate the Contractor's performance and summarize its findings and recommendations for the AFDO.
- d. Recommend to the AFDO the percentage of award fee available during an evaluation period which the Contractor should receive.

6.2.1 AFEB Chairperson

The responsibilities of the AFEB Chairperson are to:

- a. Conduct AFEB meetings.
- b. Resolve any inconsistencies in the AFEB evaluations.
- c. Ensure AFEB recommendations to the AFDO are timely and made in accordance with the Award Fee Agreement and this Plan.
- d. Ensure timely payment of award fee earned by the Contractor.
- e. Recommend any changes to the AFDP to the AFDO.
- f. Ensure and have overall responsibility for the proper execution of the AFDP including managing the activities of the AFEB.
- g. Exerts overall responsibility for all documents and activities associated with the AFEB.
- h. Maintain the award fee files, including current copy of the AFDP, any internal procedures, Performance Monitor's reports, and any other documentation having a bearing on the AFDO's award fee decisions.

6.2.2 Performance Monitors

Government and Task Order support personnel will be identified by the AFEB Chairperson as Performance Monitors to aid the AFEB in making its recommendation for award fee.

Performance Monitors (responsible for the technical administration of specific tasks issued under the Contract) document the Contractor's performance against evaluation criteria in their assigned evaluation areas(s). The primary responsibilities of the Performance Monitors include:

- Monitoring, evaluating, and assessing Contractor performance in assigned areas.
- Preparing evaluation reports (scorecards) that ensure a fair and accurate portrayal of the Contractor's performance.
- Recommending changes to the AFDP to the AFEB Chairperson.

These Performance Monitors will submit written reports, as required by the AFEB Chairperson, on the Contractor's performance to the AFEB for consideration. Submission of their reports will be coordinated through the AFEB Chairperson. Procedures and instructions for the Performance Monitors regarding midterm and final evaluations are provided below. The final report will be comprehensive and will be completed and submitted to the AFEB Chairperson in a timely manner.

SECTION 7: AWARD FEE DETERMINATION PROCESS

The Contractor begins each evaluation period with zero percent of the available award fee and works up to the earned award fee based on performance during the evaluation period.

7.1 Monitoring and Assessing Performance

The AFEB Chairperson will assign Performance Monitors for the major performance areas. The Performance Monitors will be selected on the basis of their expertise in the prescribed performance areas and/or their association with specific technical tasks. The AFEB Chairperson may assign and change Performance Monitors assignments at any time without notice to the Contractor. The AFEB Chairperson will ensure that each Monitor and board member has copies of the Task Order and all modifications, a copy of this Plan, and all changes and specific instructions for assigned areas.

Performance Monitors will conduct assessments of the Contractor performance in their assigned areas. Feedback coordinated with the AFEB Chairperson will be provided to the Contractor as appropriate during the evaluation period to enhance overall performance and minimize problems.

7.1.1 Instructions for Performance Monitors

Performance Monitors will maintain a periodic written record of the Contractor's performance, including inputs from other Government personnel, in the evaluation areas of responsibility. Performance Monitors will retain informal records used to prepare evaluation reports for 12 months after the completion of an evaluation period to support any inquiries made by the AFDO. Performance Monitors will conduct assessments in an open, objective, and cooperative spirit, so that a fair and accurate evaluation is made. Performance Monitors will make every effort to be consistent from period to period in their approach to determine recommended ratings. Positive accomplishments should be emphasized just as readily as negative ones.

- a. Performance Monitor Evaluation Reports. Performance Monitors will prepare midterm and final evaluation reports for each evaluation period during which they are Performance Monitors. The final reports will be more comprehensive. The reports, as a minimum, contain the following information:
 1. The criteria and methods used to evaluate the Contractor's performance during the evaluation period.
 2. The technical, economic, and schedule environment under which the Contractor was required to perform. What effect did the environment have on the Contractor's performance?
 3. The Contractor's major strengths and weaknesses during the evaluation period. Give examples of the Contractor performance for each strength and weakness listed. Also provide the reference in the specification, statement of work, data requirement, task order, etc. that relates to each strength or weakness.
 4. A recommended rating for the evaluation period using the adjectives and their definitions set forth in this AFDP. Provide concrete examples of the Contractor's performance to support the recommended rating.

7.2 Exclusions

Throughout the entire evaluation period, the Contractor shall present and document any exclusion to the period of performance, due to circumstances beyond the control of the Contractor, to the AFEB Chairperson within 10 days of the end of the Award Fee Period. The Performance Monitors should present the exclusions (if any) to the AFEB. If necessary, the AFEB will ask the Contractor to present its case. The AFEB, in conjunction with the FEDSIM CO, will make a unilateral decision as to the exclusion from the evaluation.

7.3 Contractor Monthly Performance Reports

The Contractor shall prepare Monthly Performance Reports that contains data that can be used to compare against the Performance Standards stated in this AFDP. All Performance Reports, including the raw data, shall be provided to the designated Performance Monitors.

Performance Monitors will collect the Monthly Performance Reports from the Contractor, which they will review and analyze for accuracy and, if required, provide an oral or written summary to the AFEB.

7.4 Midterm Evaluation Procedures

The purpose of the midterm evaluation is to provide the Contractor a quick, concise, interim Government review of Contractor performance, and provide the Contractor an opportunity to improve its performance prior to the determination of award fee earned at the end of the evaluation period. No award fee is paid based on midterm evaluations.

7.5 Final Evaluation Reports

The Performance Monitors will provide evaluations for the entire six-month evaluation period. Performance Monitors will submit final evaluation reports after the end date of the evaluation period to the AFEB Chairperson.

7.6 Contractor Self Evaluation Presentation

The Contractor may prepare a written self-assessment against the AFDP, along with the option of presenting the results to the AFEB upon request. This presentation should last no longer than one hour. If necessary, a subsequent question-and-answer session is permissible.

7.7 AFEB Meeting and Memorandum to the AFDO

The AFEB, after receipt of the Contractor's self-evaluation, will meet and evaluate all performance information it has obtained. The AFEB will review the Performance Monitors' reports and prepare an Award Fee Evaluation Report. The Report will be a memorandum to the AFDO with the AFEB's recommendation.

7.8 AFEB Final Report

After meeting with the Contractor, the AFEB will finalize the report and present it to the AFDO. The report will recommend the award fee amount and any unresolved Contractor issues to the AFDO.

7.9 Issuing Award Fee Determination Report

The AFDO will consider the final AFEB report and ensure compliance with the AFDP. The AFDO may accept, reject, or modify the AFEB recommendation. The AFDO will make the final determination of the award fee earned during the period. The AFDO's determination of the amount of award fee earned and the basis of the determination will be stated in an Award Fee Determination Report and forwarded to the FEDSIM CO for the Task Order file via modification.

7.10 Award Fee Determination Notice

The FEDSIM CO will prepare this notice to the Contractor stating the amount of the award fee earned for the evaluation period. The Contractor shall invoice after accepting the modification including the award fee determination and any corresponding deobligation of unearned fee.

7.11 Failure to Conduct Timely Award Fee Determinations

If the Government fails to complete the Award Fee Determination within three calendar months of the end of the Award Fee Evaluation Period for two separate periods, the Government will convert the Cost-Plus-Award-Fee CLINs for the remaining periods of performance to Cost-Plus-Fixed-Fee. The Cost-Plus-Fixed-Fee type will be term. The fixed fee amount will be the same percentage as negotiated for award fee (limited by the statutory limit of 10 percent).

SECTION 8: EVALUATION CRITERIA AND WEIGHTS

The AFDP consists of award fee provisions for four distinct areas. The award fee areas are broken down as follows:

20%	Program Management
80%	Provide Deployable C-IED and AtN Support
----- 100%	Total

The criteria and weights provided above and discussed in detail below are guidelines to be used in evaluating these areas to determine the appropriate award fee. The criteria and relative percentages may be adjusted for subsequent award fee periods. Members of the AFEB and working group will use the following examples of criteria to evaluate the Contractor's performance during each award fee evaluation period.

Service Level Agreements (SLAs) and other subjective criteria may be revised for subsequent award fee periods. Those future SLAs will be developed jointly by the Contractor and Government and may replace some or all of the criteria listed below. The Government has the final say as to what SLAs will be incorporated.

8.1 Criteria 1: *Program Management – 20%*

SLA Metric #1 – Cost Tracking to Plan – 90%

Definition: Management of actual cost versus projected cost. Cost performance measure is the Variance at Completion (VAC) where the end of the award period is considered the completion date. SRA will provide a Budget at Completion (BAC) estimate at the start of each award fee period to cover that award period.

Method of calculation: The variance between the project budget or cost estimates at the start of the award period (BAC) and actual costs at the end of the award period (Estimate at Completion = Actual Cost), less the cost of unforeseen Government-directed deviations during the award period.

Oversight method: TPOC and COR review of invoices and monthly cost reports. The Government will monitor the monthly reports, invoices, and IPRs. SRA will provide the summary data with details available to the Government to minimize administrative burden.

Quantitative performance goal (80% of metric score): VAC = 0%

Outstanding: Deviation from plan shall not exceed +/- 3%

Excellent: Deviation from plan shall not exceed +/- 3.5%

Good: Deviation from plan shall not exceed +/- 4%

Satisfactory: Deviation from plan shall not exceed +/-5%. Unsatisfactory: Deviation from plan is greater than +/- 5%

Qualitative (20% of metric score): Contractor accurately projects costs in monthly reports and proposes methods for controlling costs. COR and TPOC are notified of potential cost overruns and corrective actions in a timely manner.

SLA Metric #2 – Effectiveness of Program Management – 10%

Definition: Effectiveness of program management includes timeliness and accuracy of requests for travel, tools, and ODC expenses; accuracy of invoices; personnel management; responsiveness to task requirements, etc. Travel Authorizations (TAs), Requests to Initiate Purchase (RIPs), invoices, and other deliverables from Section F of the task order are timely and accepted on the first submission.

This measure does not address RFSs.

Method of calculation: The number of accepted deliverables that were delivered on the due date divided by the total number of deliverables due during the period. Percent of Request to Initiate Purchase (RIP) or Travel Authorization (TA) documents returned for correction; percent and dollar value of errors on invoices.

Oversight method: COR and TPOC inspection of deliverables, TAs, RIPs, invoices, etc.

Quantitative performance goal (75% of metric score): 95% of Travel Authorizations (TAs), Requests to Initiate Purchase (RIPs), invoices, and other deliverables from Section F of the task order are timely and accepted on the first submission.

1. Deliverables from Section F and invoices

Performance	Score	Weighted score	AFEB Score
≥99% on time/accepted 1 st submission	100%		
98% on time/accepted 1 st or 2 nd submission			
97% on time/accepted 1 st submission			
95% on time/accepted 1 st submission			
< 95% on time/accepted 1 st submission	0%	0%	

2. % of RIPs/TAs returned for correction

0%	100%		
1%			
3%			
5%			
≥6%	0%	0%	

3. % of invoices with errors or incomplete

<10%	100%		
10%			
15%			
20%			
>20%	0%		

Qualitative (25% of metric score) Deliverables contain useful information presented in a logical and intuitive format. Analysis-type deliverables show evidence of data collection and analysis. Documentation-type deliverables contain complete, accurate, and relevant information. Recommendations are realistic, proactive, and solve identified problems. Deliverables are presented in a professional manner (properly formatted, few typographical errors, consistent formatting). Customer and stakeholder relationships are positive and effective. Support requests are responded to in a timely manner and follow-up actions are accomplished by due dates. Problems are reported in a timely manner, and recommended solutions are presented concurrently.

8.2 Criteria 2: Provide Deployable C-IED and AtN Support – 80%

SLA Metric #3 – Operational Availability (Ao) of qualified deployed analyst – 30%

Definition: 100% of deployed analyst billets are filled with qualified staff.

Method of calculation: This measurement will coincide with the government-identified staffing needs of deployed analysts, and will be taken on the last day of each month. Similarly to the

previous measurements, the score for each month within the Award Fee period will be averaged to determine the overall score for a given Award Fee period.

Oversight method: The Government will identify time-phased staffing needs indicating the number and qualifications of deployed staff over time. The contractor fill rate will be monitored monthly and compared to the time-phased staffing needs. SRA will provide the summary data with details available to the Government to minimize administrative burden.

Performance Goals:

Outstanding: 100% of deployed analyst billets are filled with qualified staff and all replacements are identified at least 45 days in advance.

Excellent: 100% of deployed analyst billets are filled with qualified staff AQL is met, and all replacements are identified at least 30 days in advance.

Good: 100% of deployed analyst billets are filled with qualified staff AQL is met, and all replacements are identified at least 15 days in advance.

Satisfactory: 100% of deployed analyst billets are filled with qualified staff, and all replacements are identified at least 10 days in advance.

Unsatisfactory: Less than 100% Ao of qualified deployed analysts

SLA Metric #4 – Latest Time of Value – 30%

Definition: Provide operationally relevant and timely operations-intelligence fusion, analytical support, and training integration to enable Combatant Commanders to attack threat networks. (JIEDDO 2012 Strategic Plan, Objective 2.2). 99% of products and reports in the reporting period are delivered within the Latest Time of Value (LTOV).

Method of Calculation: SRA will monitor the date of submission of products and reports compared to the agreed LTOV, and provide a monthly summary report to the government at the IPR. LTOV dates revised by the Government for internal Government reasons are included in the agreed LTOV. LTOV dates revised due to SRA not providing acceptable products at original LTOV are considered to have not been delivered within LTOV.

Oversight method: SRA will monitor the date of submission of products and reports compared to the agreed LTOV, and provide a monthly summary report to the government at IPR.

Performance Goals:

Outstanding: 100% on time products and reports in the reporting period.

Satisfactory: 99% (<100%) on time products and reports in the reporting period.

Unsatisfactory: Less than 99% of products and reports in the reporting period delivered within LTOV

SLA Metric #5 – RFS Quality – 30%

Definition: SRA shall provide RFS, RDS, and NAI products which conform to organizational, community, and regulatory requirements. The products shall provide timely, detailed analysis which empowers requestors to take action, whether tactical or strategic. Products shall comply with organizational and intelligence community standards, COIC templates and processes, and ONCIX/CAPCO classification standards. Contractors shall enter all product source documents into COSE prior to submission to FDO, and will properly enter final products and link analysis files into COSE and the RFS tracker. RFS products can be tracked by individual and team and are color coded from Red (critical defects) to Green (no issues). Only those RFS for which a IWA-assigned individual is lead are counted in this metric.

Method of calculation: 90% of RFS products for which IWA team is lead receive a good or only minor issue rating in Administrative Process Review (40% of metric score). 90% of RFS products for which IWA team is lead have

complete entries in COSE (10% of metric score). Products reflect best analytical practices, diligent research given the constraints of LTOV, and conform to organizational, community, and regulatory requirements (50% of metric score).

Oversight method: Audits are conducted by MID SETA staff on RFS products to evaluate compliance with JIEDDO-COIC and IC classification standards, compliance with COIC templates and processes, and data entry in COSE and the RFS tracker. RFS products are color coded from Red (critical defects) to Green (no issues). Reports are provided to MID monthly.

Quantitative Performance goal (50% of metric score):

Outstanding: 96% of RFS products receive a good/minor issue rating. 96% of RFS products are entered in COSE.

Excellent: 94% of RFS products receive a good/minor issue rating. 94% of RFS products are entered in COSE.

Good: 92% of RFS products receive a good/minor issue rating. 92% of RFS products are entered in COSE.

Satisfactory: 90% of RFS products receive a good/minor issue rating. 90% of RFS products are entered in COSE.

Unsatisfactory: Less than 90% of RFS products receive a good/minor issue rating and are entered in COSE.

Qualitative Performance goal (50% of metric score):

The contractor uses appropriate information sources, classified and unclassified, to identify insurgent networks involved with improvised explosive devices. RFS deliverables contain analysis which empowers the requestor to take action, whether strategic or tactical. Deliverables provide keen insight into insurgent activities and unconventional warfare.

SLA Metric #6 – Intelligence Oversight Compliance 10%

Definition: Periodic training and enduring compliance with Intelligence Oversight procedures.

Method of calculation: All contractors shall comply with MID Intelligence Oversight procedures when handling US persons information, including informing government supervision and execution of the MFR process when US persons data is identified. Contractors shall complete Intelligence Oversight training at least twice per year. One of these training events shall be the JIEDDO online (SIPRnet) Intelligence Oversight training course. The second event may be either a repeat of the JIEDDO online course, or an SRA-created refresher course. This course may be either classroom training or PowerPoint slides to accommodate both CONUS and deployed personnel.

Oversight method: PM will provide statistics to the TPOC and COR for compliance on the JIEDDO online course. PM will make alternate training methods such as classroom or PowerPoint slides available to government/military personnel for audit. SRA contractors will remain compliant with all Intelligence Oversight procedures and will report all use of USPERS information to their government chain of command.

Quantitative performance goal (100 % of metric score)

Outstanding: All contractors trained every six months, no incidents of IO non-compliance from COIC MID IO procedures during production

Excellent: 96% or more of contractors trained every six months and/or one incident of IO non-compliance

Unsatisfactory: Less than 96% of contractors trained every six months and/or two or more incidents

APPENDIX 1: AFEB Summary Evaluation Report

Date:

AFEB Chairperson Name:

Award Fee Period: from _____ to _____

(Attach additional pages, supporting data, etc. as needed.)

Criteria 1: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Criteria 2: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Criteria 3: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Criteria 4: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Award fee rating recommended for this evaluation criteria and period of performance with recommended percentage earned.

AFB Chairperson Signature: _____

APPENDIX 2: AFEB Evaluator's Report

Instructions: Evaluators are requested to use bulletized format for submitting strengths, weaknesses and recommendations. Also, evaluators are encouraged to attach additional sheets, supporting data, etc. for the final report.

Date:

Evaluator Name and Title:

Award Fee Period: from _____ to _____

Evaluator's Primary Task Area(s) (check all that apply):

<input type="checkbox"/>	Criteria 1: Program Management
<input type="checkbox"/>	Criteria 2: Provide Deployable C-IED and AtN Support

Note: Evaluators are NOT limited to evaluating only their own task areas. Experiences in other areas should also be evaluated. However, please indicate in the boxes above your primary area(s) of responsibility.

Special Circumstances during this period and their impact:

Strengths of the Contractor's performance:

Weaknesses in the Contractor's performance (with examples and contract references):

Impact of the Contractor's performance on execution of the program:

Corrective actions recommended, if any:

Award fee rating recommended for this evaluation criteria and period of performance (with supporting examples):

Evaluator Signature: _____